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ABSTRACT

This student booklet is third in an illustrated series of eleven learning activity packets for use in teaching job hunting and application procedures and the management of wages to secondary students. Three units are included in this packet: unit 1 discusses the purpose of the interview, questions frequently asked, and items that the applicant should take with him; unit 2 covers proper behavior to create a good impression during the interview; and unit 3 deals with the purpose of employment tests, their three types (intelligence, aptitude, and personality), and hints for taking them. At the beginning of each unit there is a short introduction, then the student objectives are listed, followed by the text section. Suggested learning activities and a Check Your Knowledge quiz conclude the unit. Answers to these quizzes and exercises, as well as final examination ditto masters and answers, are appended as teacher's supplements. As needed, references are made in the text to material in the other booklets. (ELG)

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COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Packet Three

PREPARING FOR THE JOB INTERVIEW

A project of the Department of Industrial Education, University of Maryland
funded by the Maryland State Department of Education, Division of Vocational-Technical Education.

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THE JOB INTERVIEW

Have you ever been half prepared or even unprepared for a class discussion? How does it feel when your turn to answer comes and you sit there like a statue? Do you want to crawl under a rock, disappear, wake up from what seems like a nightmare? How do you feel when you <u>do</u> come prepared and are able to answer all the questions asked you? On top of the world; ready to conquer anything? As a student, you have probably had both experiences--and many people have the same experiences on an interview!

Perhaps the biggest reason for a person being interviewed for a job and turned down is that he or she was ill prepared, <u>and it showed</u>!

This Packet is designed to help you prepare yourself for an interview. Although it may not provide answers to all of your questions, it will tell you what things you can do <u>before</u> an interview, as well as what things to expect <u>at</u> an interview. Having an idea of what a job interview is like should enable you to avoid some of the pitfalls that unprepared job applicants can come across.

STUDENT OBJECTIVES

1

After you have read this unit of the Learning Packet, you should be able to:

- State the purpose of a job interview.
- List the several questions about yourself that are often asked on interviews.
- List some items that you should take with you to the interview.

PREPARING FOR AN INTERVIEW

A job interview is the first chance for you and your future or prospective employer to meet each other and discuss job possibilities. The employer will want to learn more about you, and you will have some questions about the job that you would like answered. One purpose of the job interview, then, is for the employer and applicant to find out what each has to offer the other.

The interview is often the last step of a "weeding out" process. The employer must choose one out of many

applicants for a single job opening. As an applicant, you may have several job offers from which you must choose the one you like best. The most important purpose of the interview is to help both the employer and the job-seeker narrow down their choices.

Since your interviewer will often be your boss if you are hired, he is looking for someone who he can work with; that is, someone who can do the job. You will want to impress him as an intelligent, confident, and above all, interested person. There are any number of things you can do to make sure that you are not at a loss for words at your interview. The key to a good interview is to BE PREPARED!

You should be prepared to answer questions about your school and extracurricular activities, as well as personal characteristics. Examples of such questions are:

1. What were your favorite subjects in school?
2. How did previous employers treat you? Were you allowed to work on your own, with little supervision?

Were you able to learn new skills and advance in the company?

3. What have you learned from some of the jobs you have held?
4. What are your own special abilities? That is, what skills have you learned? Can you type? Are you good at mechanical drawing?

Employers are not just interested in your schooling and work experience. They can get this information from your job application or resume (see Packet 2). In the interview, they want to find out what you are like as a person. You should be able to discuss your current interests, your goals, and your reasons for applying for the job. Your interviewer may ask you such questions as:

1. What are your future job plans?
2. Why did you choose this particular field of work?
3. What job in our company do you want to work toward?

As you can see, it is important for you to know what you have done, what you can do, and what you would like to do.

In order to give complete answers to this type of question, it is a good idea to do a little research on the company to which you are applying. Find out what its products or services are; where its plants, offices or stores are located; and what directions it may take for the future. The placement counselor or librarian at your school should have this kind of information about local businesses.

If you have a good idea of what the company does, you will be able to answer your interviewer's questions about his company. You will also be able to ask <u>him</u> some intelligent questions about the company's policies and what is expected of a new employee. Being able to discuss the company with your interviewer shows that

you have initiative in seeking such information. You will have shown that you made the <u>effort</u> to find out things that you needed to know, and that you have a genuine interest in the company.

Suppose, for example, that you are applying for a position as an attendant at the Gulf station on the corner. Before you go for your interview, check out such things as the local competition, what other products besides gas and oil are sold at this station (tires, fan belts, etc.), and whether or not there is a full-time mechanic. During your interview, you could ask such things as how often their tanks are filled or when their peak customer hours are.

You will also want to ask questions concerning the job you are applying for. For example, you should ask about your hours. You might find out that you would have to work the night shift. Or, the company may be looking for part-time help when you are looking for a full-time job. Ask about your working conditions. Will you be working alone or in a typing pool? Indoors or outside? You might also want to know what your responsibilities will be, and what the chances for advancement are like. These are all facts that you should know so that you can compare the different job offers that you may have. You want to find the job that is best <u>for you</u>.

Before you leave for your interview, be sure that you are dressed neatly and appropriately. <u>Never</u> wear sloppy or dirty clothes to an interview, even if the job you're applying for will involve getting dirty. Your physical appearance is the most important part of a first impression. (See Packet 4 for tips on dressing and grooming.)

Take the following things with you: your resume (see Packet 2), social security card, license (if required for the job, such as a beauty operator's license), credentials, i.e. proof of special skills (for example, a copy of a standard typing test), and a pen. Be sure that you know the names, addresses and telephone numbers of three people who have given you permission to use their names as references. Always arrive for your interview a few minutes early--never be late.

Below are some Learning Activities for you to do dealing with the job interview. After you complete the Learning Activities, go on to Check Your Knowledge.

LEARNING ACTIVITIES

1. Choose 5 of the sample questions in Unit 1 and write short answers to them. (See page 3.) Practice your answers out loud.
2. Suppose that you are looking for a job as a car parts salesman. Make a list of 3 questions that you might ask the interviewer.

3. Write the letter of the correct answer. Being able to carry on a good, intelligent discussion about the company to which you are applying shows the interviewer that:
   a. You have initiative in checking out some facts about the business.
   b. You have a genuine interest in this particular company.
   c. Both of the above.
   d. None of the above.
4. Choose a company that interests you--either one you have worked for or would like to work for. Try to do some research on this company using the suggestions on page 4 of this Packet.

✓CHECK YOUR KNOWLEDGE

1. List 3 items that you should take with you to the interview.

2. What four types of information should you know when you go for a job interview?

3. State two purposes of a job interview.

Check your answers with your teacher. If any were wrong, or if you want more practice, complete the Alternate Activities. Then, go on to the next unit.

ALTERNATE ACTIVITIES

1. Ask a classmate or friend to play the role of interviewer. Have him ask you three of the sample questions in this Packet. See how well you can answer them.

2. Make a list of three questions that you think an interviewer should ask. (Try not to use examples from the Packet.)

3. Write a short answer to each of the following questions about yourself:

a. Do you prefer working with others or by yourself?

b. What kind of work interests you?

STUDENT OBJECTIVES

2

When you have read this section of the Packet, you should be able to:

- List some do s and don'ts for behavior during an interview.
- Identify several things that make a good interview.

THE JOB INTERVIEW

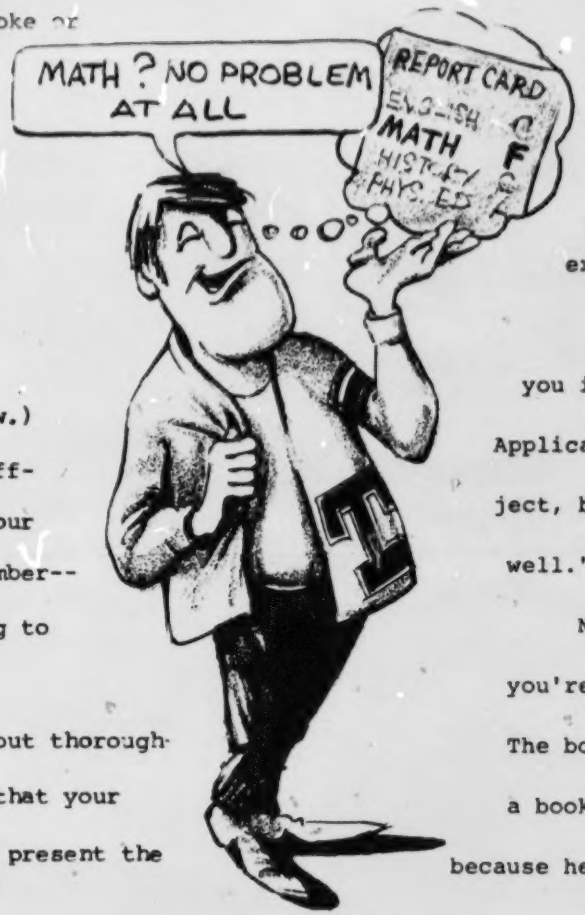
Most interviews are made up of a series of questions and answers. If you have prepared yourself well for the questions, you can be fairly sure that you will be able to talk with the interviewer. Your other concerns should be with your general appearance, your manners, and your composure (that is, how well you bear up under pressure). Are you nervous? Or is your hand steady and your voice calm?

The best clue to your proper behavior during a job interview is to watch the behavior of the interviewer. That is to say, follow his lead. Wait until the interviewer offers you a seat before you sit down. Allow him to extend his hand

first before you shake it. Never smoke or chew gum even if the interviewer invites you to do so.

Be prepared to answer a trick question early in the interview. Some interviewers like to begin with a question like, "What can I do for you?" (As if they don't already know.) Don't let such questions throw you off-guard. The interviewer is testing your self-confidence and composure. Remember--the interviewer is not only listening to <u>what</u> you say, but <u>how</u> you say it.

Answer all questions briefly, but thoroughly. Stick to the point. Make sure that your strong points get across, but try to present the



facts and be sincere rather than conceited. On the other hand, don't try to cover up or make excuses for your weaknesses. For example:

Interviewer: "How good are you in math?"

Applicant: "Well, it's not my best subject, but when I work at it, I do pretty well."

Never tell the interviewer that you're good at math when you're not. The boss won't think twice about firing a bookkeeper who fouls up the payroll because he can't add.

As always, honesty is the best policy when interviewing for a job. Contradictory (saying opposite things about something, such as "yes" and "no" to one question) or questionable statements sound suspicious to an interviewer. Even if you must admit that you were fired from your last job, the interviewer will appreciate your sincerity and truthfulness. If your boss finds out that you gave him false or incomplete information after you've been hired, he could hold you back at promotion time, or he may even fire you. An example of incomplete information would be telling your boss that you don't have a driver's license without telling him that you lost your license because of reckless driving.

Let your interviewer know that you are interested and enthusiastic about the job. This is where your research into the company comes in handy. Don't be afraid to ask important questions about the company, but never spend a lot of time talking about money matters. Don't ask too many questions about salary, raises, or company benefits. The employer is looking for someone who is interested in a job more than a big pay check.

If you are nervous, which is only natural, try not to let it show. Most interviewers will accept a certain amount of nervousness, but if it interferes with your interview, it will have a bad effect.

If your hands sweat, spread your fingers and let them dry so that the interviewer won't be shaking a hand that feels like a cold, damp fish. If your hands shake

when you're nervous, keep them in your lap.

Don't drum your fingers on the desk or play with your pocketbook.

Once you have taken a seat, either cross your legs comfortably or keep your feet together on the floor. Don't shuffle your feet or tap them on the floor or against the office furniture.

Keep your eyes on the interviewer. Never stare at anything on the interviewer's desk. He may think that you are trying to read his mail or the notes he made on the last interview. Looking someone directly in the eye when you are talking is a good sign of honesty and sincerity. And, most important, <u>never</u> look at your watch during an interview.

Write down any facts you want to remember as soon as possible <u>after</u> the

interview. Never take notes during an interview. This is distracting to the interviewer, and besides, it is just plain rude.

Thank your interviewer for his time and consideration as you leave. Try to leave with a feeling of confidence, even if the interview went badly. As you go out the door, smile, shake the interviewer's hand, and tell him that you enjoyed talking with him or that it was nice meeting him. Some employers are impressed by people who can "bear up" under pressure.

Following is a list of several things which can make a good interview:

1. Pleasing personal appearance of the job applicant.
2. Expressing yourself clearly. This should not be hard if you have prepared yourself adequately for the questions you will be asked. Each interview will give you

a little more practice in dealing with unexpected questions.

3. Interest and enthusiasm.

4. Little emphasis on money.

5. Willing to start at the bottom, but interested in advancement. Never give the interviewer the impression that you are not willing to learn and work your way up.

6. Honesty in answering questions about unfavorable things in record.

7. Good manners. Never interrupt the interviewer, take notes, play with things on the desk, etc. Above all, never use foul language.

8. Emphasis on what you know rather than who you know. Even if your uncle is the president of the company, don't bring this up. Your interviewer will resent you if you try to get the job by "pull" instead of on your own merits.

9. Show that you have done some planning for your career. Try to show the interviewer that you have definite ambitions, a reason for wanting this job and specific goals in mind.

10. A sense of humor. Always laugh, or at least smile, at the interviewer's jokes--even if they are terrible.

It is usually a good idea to call your interviewer about a week after the interview, even if he hinted: "Don't call us, we'll call you." Your call will let him know that, even if you didn't get this particular job, you are still interested in his company if another position opens up. Or, instead of a call, write a letter thanking the interviewer for the interview and telling him of your continued interest.

Below are some Learning Activities for you to do that deal with the job interview. Complete the activities, then go on to Check Your Knowledge.

LEARNING ACTIVITIES

1. Make a list of 5 do's and 5 don'ts for behavior during an interview.

2. Which is the correct answer? Wait for your interviewer to make the first move before you:

   a. sit down
   b. smoke a cigarette
   c. shake his hand
   d. none of the above
   e. all of the above

3. Write a short answer to the interviewer's question: "What can I do for you?" Practice your answer out loud.

4. Give 3 examples of what would be considered bad manners during a job interview.

✓CHECK YOUR KNOWLEDGE

1. List 5 possible causes of a bad interview. Write a short explanation of how each of these problems can be solved.

2. What's wrong with this picture?

WHAT'S WRONG WITH THIS PICTURE?

3. Should you take notes during an interview so that the interviewer will see what a hard worker you are?

4. Put down the best answer. When you are asked a question, you should:

   a. explain your answer completely, even if it means talking for longer than an hour on the question.
   b. answer it completely and briefly, giving only the information asked.
   c. change the subject.
   d. all of the above.
   e. none of the above.

5. One thing that you should never do on an interview is:

   a. smile.
   b. indicate that you want the job.
   c. be friendly to the interviewer.
   d. none of the above.

Check your answers with your teacher. If you had any problems, go back and review the unit. If you need more practice, do the Alternate Activities.

ALTERNATE ACTIVITIES

1. Read Packet 4 of this series entitled "Good Grooming."
2. Suppose that you are applying for a job as a television repairman. Ask a classmate to play the role of interviewer. Have him ask you five of the sample questions in Unit 1. Record your interview on videotape, if possible. Have your classmates criticize your composure and manners as well as your answers to the questions.

STUDENT OBJECTIVES

3

After you have read this unit, you should be able to:

- State the reason that employment tests are given.
- Name the 3 major types of tests.
- List several tips on preparing for and taking employment tests.

EMPLOYMENT TESTS

Don't be surprised if you are asked to take a short, written test when you apply for a job. Testing, like application forms and resumes, is a tool that employers use to narrow down the number of applicants for job openings. Tests can also give the employer an idea of what skills you have. E.g., you may be given a typing test, a math test or a spelling test, depending on the job that you're applying for. Your test scores are added to the rest of the information that the employer has about you, from your job application form, resume and interview.

There are 3 major kinds of tests given by employers:

1. General intelligence or mental ability
2. Aptitude
3. Personality

1. Intelligence tests. Your score on an intelligence test is believed to show your ability to learn and to apply what you've learned in new situations.

2. Aptitude Tests are used to check the skills that are needed for a particular job --

A. A clerical aptitude test might have questions about alphabetizing, name and number comparison, spelling, grammar, vocabulary and mathematics.

Sample questions:

1. Weir Hardware - Wier Hardware Alike Different
2. Which word is not in alphabetical order?

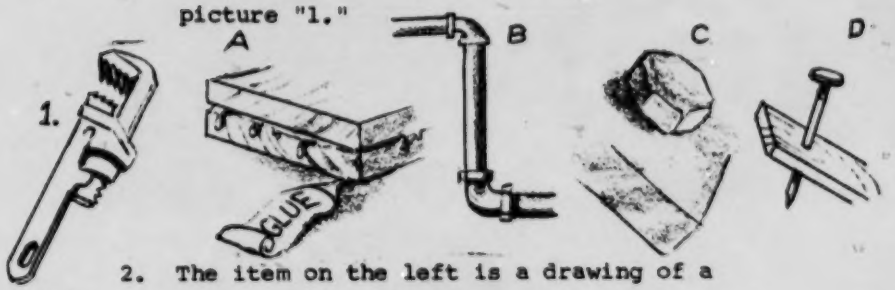
a. brown b. red c. green d. purple

If you are applying for a secretarial job, you will be asked to take typing and dictation speed tests.

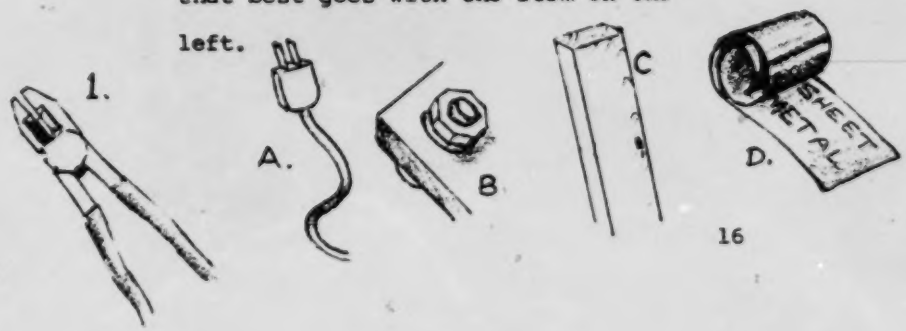
B. Mathematical or reasoning abilities tests are often given to people applying for jobs as computer programmers, waiters, cashiers or stock clerks.

C. Mechanical aptitude tests are given for jobs that involve working with machines. These questions deal with identifying tools and their uses. Some examples are:

1. Select from objects "A" through "D" the one that can be formed from the tool in picture "1."



2. The item on the left is a drawing of a tool. It is followed by four more drawings. Select the one of the four that best goes with the item on the left.



3. <u>Personality tests</u> are most often given for management or supervisory positions. The questions are designed to show how well you get along with other people, how patient you are or how well you accept criticism. Today personality tests are very rarely used for employment purposes.

Most employment tests are timed. In this way, they not only test your general knowledge or abilities but they also test how well you use your time under pressure. Here are some tips to help you do well on such tests:

1. Wear comfortable clothes. Tight or heavy clothes may interfere with your concentration.
2. Get plenty of sleep the night before. If you are well-rested, your mind will be clearer and you will feel more relaxed.
3. Eat moderately before going to the test. An empty stomach may "growl" and distract you from the test. If you eat too much, you may feel sleepy and uncomfortable.

4. Study well ahead of time. "Cramming" the night before is usually not worthwhile.

5. Try not to be too nervous. Your application form and interview are usually more important to the employer than your test scores. Remember, the worst that could happen is that you may not get the job. At least you will have gained more experience in taking such tests.

6. Read all of the instructions carefully before answering the questions. There may be a "trick"--the instructions might tell you <u>not</u> to answer the questions.

7. Don't waste time on difficult problems. Because most employment tests are timed, it is better to move on to another question and then go back if you have time at the end.

8. Don't count on "tricks" or guessing to pull you through. Employment tests can be scored in different ways. Sometimes your score is only a total of correct answers--in this case, it may be worthwhile to make an "educated" guess at tough problems. However, other testers will subtract the wrong answers from the right answers, in which case guessing could lower your score quite a bit.

9. <u>Don't cheat</u>! If you're caught, there is <u>no way</u> that you will get the job.

There are a few ways that you can prepare yourself for the questions on these tests. The best way is to read. Try to read as many books, magazines or newspapers as you can. You will probably improve your reading speed and your understanding of what you read.

Reading practice also tends to improve your spelling, grammar and vocabulary. When you come across a word that you don't know, look it up in the dictionary and then try to use it in your own conversation.

To improve your skill in mathematics, try to solve all of the problems that you come across. Add up your grocery bills. Compute the sales tax (4% in Maryland) on everything you buy. Figure out how much a 20% discount will be on several items at a department store that is having a sale. Or you could (and should) balance your checkbook every month.

In general, practice is the key word to preparing for employment tests. Even if you don't get the first job that you apply for, at least you will have a better idea of what an employment test is like.

LEARNING ACTIVITIES

Do both of the activities in Section A and one of the activities in Section B.

Section A

1. Tell what each of the following types of tests is designed for:

   a. Intelligence tests

   b. Aptitude tests

   c. Personality tests

2. Below are some hints on taking employment tests. However, each hint has something wrong with it. Correct the statements.

   a. In all cases, your best bet is to guess if you don't know the answer.

   b. Do the difficult problems first, and spend a lot of time on them.

   c. Eat a large, heavy meal before going to the test.

   d. If necessary, cheat.

Section B

1. Ask your school librarian for some books that contain some sample vocabulary or spelling tests. Do as many of these sample tests as you can. Don't forget to look up the meanings of words you don't know.

2. Choose the subject area with which you have the most trouble: vocabulary, spelling, grammar, or arithmetic. Go to the library or bookstore and find review materials or study guides to help you brush up on your skills in that area.

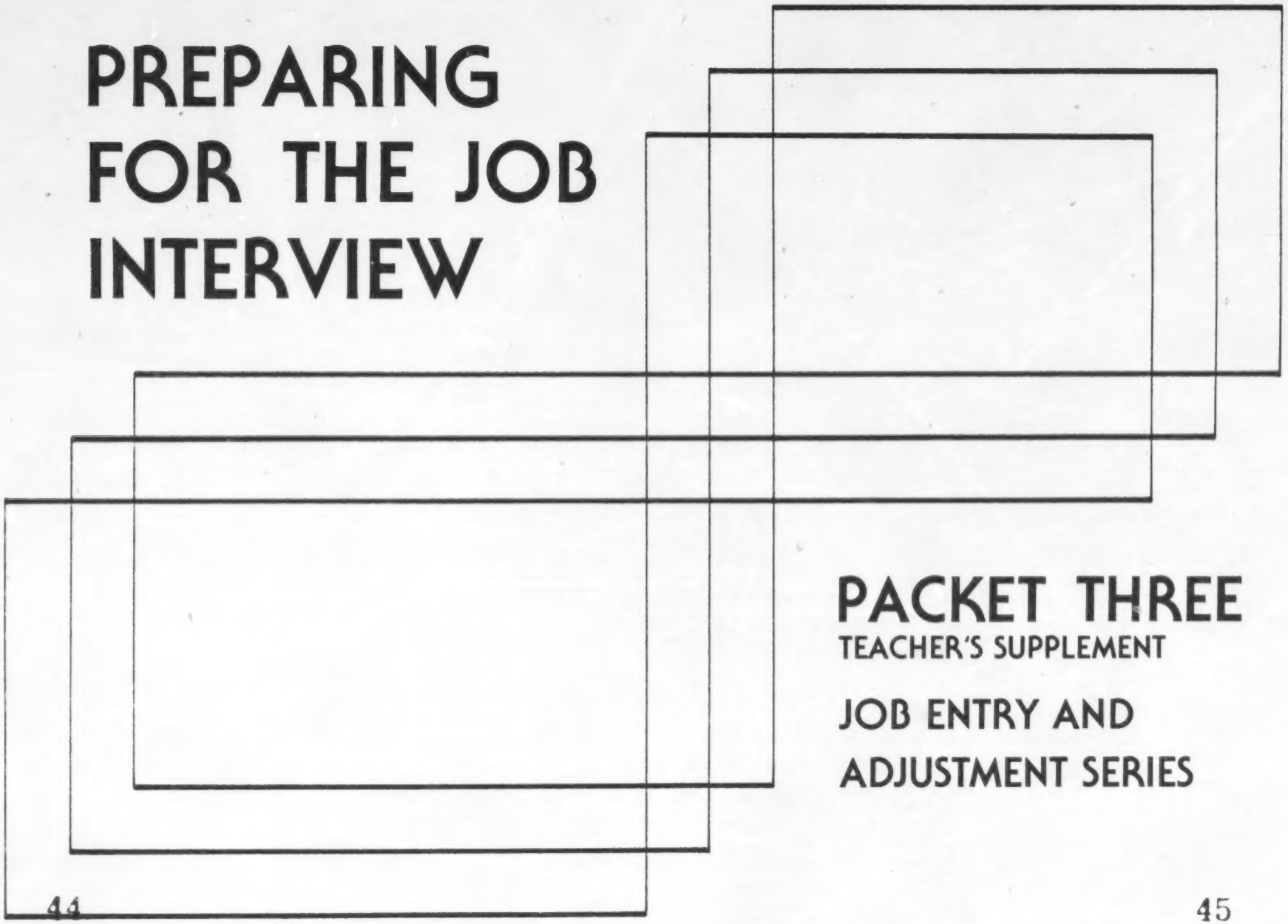
✓CHECK YOUR KNOWLEDGE

1. List the 3 major types of employment tests.
2. Fill in the blanks in the following sentences.
   a. Your test scores are added to the rest of the information that the employer has about you, from your job _____ _____, _____ and _____.

   b. b. _____ tests are used to check the skills that are needed for a particular job.
   c. Because most employment tests are _____, it is better to move on to another question and then go back if you have time.
3. List 5 tips on taking employment tests. Give a reason for each tip. For example: don't cheat--it will ruin your chances of getting the job if you are caught.
4. Why are employment tests given?
5. When are personality tests usually used?

You have now completed Packet 3. It would be a good idea to review the entire Packet before taking the final exam.

PREPARING FOR THE JOB INTERVIEW



PACKET THREE

TEACHER'S SUPPLEMENT

JOB ENTRY AND ADJUSTMENT SERIES

COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Supplement to Packet Three

PREPARING FOR THE JOB INTERVIEW

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Illustrations: John Littlehales.

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Answers to

LEARNING ACTIVITIES

2. Questions can be any 3 which relate to the job of a car parts salesman. Some possible answers:

   -what other products, if any, are sold in the store?
   -how often are the shelves restocked?
   -who is in charge of stocking the shelves?
   -what kinds of hours will the position require?
   -does the job involve just selling--or are there extra duties?

3. c

12

1. Answer should be 5 from each category, grouped appropriately under "do's" and "don'ts." Student can supplement these suggested answers with his own ideas of good and bad behaviors.

	Do's	Don'ts
1.	Wait for interviewer to offer a seat before sitting down.	1. Walk into the interview office and take a seat.
2.	Wait until the interviewer offers you his or her hand before you try to shake it.	2. Grab the interviewer's hand and shake it.

PAGE 12

3.	Smoke or chew gum only if invited to do so.	3. Smoke and chew gum in order to stay calm.
4.	Answer questions briefly and thoroughly	4. Give long, drawn-out answers to questions.
5.	Try to be sincere.	5. Brag about your good qualities.
6.	Answer all questions honestly.	6. Try to cover up your weaknesses by lying.

13

2. e

3. Should be something like: "My name is _____ and I'm interested in the job vacancy which you advertised in _____."

4. Can be any 3 examples of bad manners in a business situation. Examples:

   -writing during an interview
   -shuffling feet on floor or against the interviewer's desk
   -staring at the interviewer's desk and papers

19

Section A

1. a. Intelligence tests: to show your ability to learn and to apply what you've learned in new situations.
   b. Aptitude tests: to check the skills that are needed for a particular job.
   c. Personality tests: to show how well you get along with other people, how patient you are or how well you accept criticism.
2. a. Although it may sometimes be worthwhile to make an "educated guess," in some cases guessing can lower your score, depending on how the test is scored.

b. Don't waste time on difficult problems. Come back to them if you have time at the end.
c. Eat moderately before going to the test.
d. Never cheat!

Answers to

✓CHECK YOUR KNOWLEDGE

6 1. Can be any 3 of the following:

-your resume
-social security card
-license (if required)
-credentials
-a pen
-names, addresses and phone numbers of three references

7 2. -Information about school and extracurricular activities.
-Work experiences.
-Current interests, goals, and other personal information. (What you have done, what you can do, and what you would like to do.)
-Information about the company and the job position which you are applying for.

3. -An opportunity for the employer and applicant to find out what each has to offer to the other.
-A way for both the employer and job seeker to narrow down their choices.

13 1. Can be any 5 examples of inappropriate behavior in the interview situation. Examples:

-applicant answers all questions in a long, drawn-out manner. Solution: applicant should be prepared to answer with brief, thorough explanations.
-applicant brags about his grades and his father's income. Solution: applicant should avoid bragging and give only the factual information that is asked of him.
-applicant drums on interviewer's desk, shuffles his feet and stares at the interviewer's papers. Solution: applicant should avoid nervous movements by keeping his feet and hands still. He should attempt to establish eye-contact with the interviewer.

2. Applicant is:

-poorly groomed
-improperly dressed
-drumming on the interviewer's desk
-concerned with money aspects of job
-stressing the fact that he dislikes work
-smoking and dropping cigarette ash--an example of bad manners

14 3. No

4. b

5. d

20 1. -general intelligence or mental ability
-aptitude
-personality

2. a. application form, resume interview

b. aptitude

c. timed

✓CHECK YOUR KNOWLEDGE

3. Can be any 5 of the following:

   -wear comfortable clothes--ill-fitting garments can interfere with your concentration.
   -get plenty of sleep the night before--a well rested mind is a clearer-thinking mind.
   -eat moderately before the test--an empty stomach can be distracting and a too full one can make you sleepy or uncomfortable.
   -study well ahead of time--cramming usually doesn't pay.
   -try not to act too nervous--nervousness can interfere with your testing ability and the interviewer won't be impressed at the way you are holding up under pressure.
   -read all instructions carefully--there might be a "trick" question that tests your ability to read directions.
   -don't waste time on difficult problems--the test may be timed.
   -don't count on guessing--guessing could lower your test score.

4. Tests are a tool used by the employer to narrow down the number of applicants for a job opening. They give the employer an idea of what skills you have.

5. For management or supervisory position openings.

Final examination and answers can be found on pages 3D and 3E.

NOTES

Answers to
Final Exam
Packet 3

1. b

2. d

3. c

4. -Intelligence tests: are given in order to find out about your ability to learn and to apply what you've learned in new situations.
-Aptitude tests: are used to check the skills that are needed for a particular job.
-Personality tests: usually given for management or supervisory positions to find out how well you get along with other people.

Ditto for student use →

Final Exam
Packet 3

Circle the best answer.

1. A job interview

   a. is held after you have been hired, but before you start work.

   b. is part of a "weeding out" process.

   c. is just a formality and is not that important.

   d. all of the above.

2. At a job interview, it is good practice to spend the most time discussing:

   a. money matters.

   b. raises.

   c. company benefits.

   d. your qualifications for the job.

3. Which of the following should be avoided at a job interview?

   a. asking the interviewer questions.

   b. showing that you have a sense of humor.

   c. interrupting the interviewer when necessary.

   d. all of the above.

4. What are the 3 kinds of tests that may be given to job applicants? What is the purpose of each?

Answers to
Final Exam
Packet 3

5. Read and practice.

6. So that you appear interested and well informed. This shows the employer that you have initiative.

7. Never.

8. Can be any 2 of the following:

   -resume
   -social security card
   -license
   -credentials
   -a pen
   -reference information

9. -take notes
   -smile
   -be enthusiastic
   -walk right in and sit down
   -emphasize who you know
   -smoke
   -emphasize what you know
   -chew gum
   -ask questions
   -be honest
   -decline to answer questions that make you appear unqualified

Ditto for student use →

Final Exam
Packet 3

5. What are two ways that you can prepare yourself for employment test questions?

6. Why is it important to be able to ask the interviewer questions about the company?

7. Under what conditions is it okay to wear sloppy or dirty clothes to an interview?

8. List two items that you should take with you to the interview.

9. Below are some possible interview behaviors. Circle the ones that would make for a good interview.

   -take notes
   -smile
   -be enthusiastic
   -walk right in and sit down
   -emphasize who you know
   -smoke
   -emphasize what you know
   -chew gum
   -ask questions
   -be honest
   -decline to answer questions that make you appear unqualified